

Deputy Commandant for Information



DC I Civilian Development 1st Quarter Applications

Enclosed is a brief description of courses available
for application during this quarter.

October 2021

The overall classification of this brief is: **UNCLASSIFIED//FOUO**



OPM Lab Fundamentals of Human-Centered Design Overview

Human-centered design offers a creative and strategic framework to navigate complex problems and design effective solutions that meet peoples' real needs. This course introduces this innovative way of working while building design thinking, problem solving, and collaboration skills.

In this interactive, project-based course, you will learn to apply human-centered design methods and mindsets. The course will introduce the theory behind the practice and relevant case studies through videos and discussions. You will then practice applying tools and techniques alongside a team of other participants through facilitated activities. The course is a fast-paced, hands-on learning experience focused on critical thinking and making.

Topics include:

- Framing and re-framing design problems and opportunities
- Ethnographic research and discovery methods and intentions
- Qualitative data analysis and insight synthesis techniques
- Facilitating collaborative ideation and concept development
- Prototyping and testing potential solutions in the real world

Who should attend? Team Leads and GS/GG 12-15s; high-performing career specialists

Course Length: 4 days, February 22-25, 2022 OR March 22-31, 2022

Location: Online

Competencies Emphasized: Collaboration, Creativity/Innovation, Customer Service, Entrepreneurship, Problem Solving, Strategic Thinking, Team Building

Approval Level: Supervisor



OPM Management Development 1: Leading from the Middle Overview

As a key leader in your organization, you are uniquely positioned to ensure your agency fulfills its mission. Your challenges are complex and your leadership is integral to your organization's success. You have a great deal of responsibility for government productivity and performance, especially if you oversee groups and programs.

This course is that vital next step in your development, whether a new middle manager or experienced first-line supervisor. Developing management competencies is an excellent investment in your – and DC I's- future achievements. You'll study essential management competencies to help you think more critically, communicate more effectively, and set you up for a success career..

How You Will Benefit

Through individual assessments, readings, small-group activities, real-world experiences, and class discussions, you'll improve existing skills and develop new abilities and techniques, including:

- Solving a real management challenge through a small group action learning process.
- Building peer networks across federal agencies to maximize relationships and resources.
- Learning new ways to develop and deploy your staff.
- Increasing your self-knowledge and leadership capacity through critical thinking, exploring strengths theory, and examining change models.

Who should attend? Team Leads and GG/GS 12-15s in supervisory roles

Course Length: 5 days, May 9-13, 2022 OR Jul 25-29, 2022

Location: Online

Competencies Emphasized: Accountability, Conflict Management, Developing Others, Leveraging Diversity, Problem Solving

Approval Level: Civilian Advisory Panel



FEI Leadership for a Democratic Society Overview

The Leadership for a Democratic Society program focuses on three crucial areas for effective leadership: Vision, Alignment and Execution. Every leader must create a compelling vision appropriate at their level and work with people above, below and across to align with that vision as the championing results.

Using the U.S. Constitution as a principal foundation, the LDS program guides you to understand the diverse goals of the government and the citizens it serves. The LDS program is anchored in current leadership theory, OPM's Executive Core Qualifications (ECQs), and leadership competencies. You'll engage with faculty experienced and credentialed in leadership development, human capital management, education, political science, behavioral science, international affairs, public administration, adult education, and more.

- Develop a stronger awareness of how your values and prior experiences influence your success as a leader.
- Gain a better understanding of how the U.S. Constitution impacts your leadership in the federal government.
- Personalize your learning through course selection within the program and further recognize that no two leaders are alike.
- Network and learn from your colleagues across government to harness the diverse talents and resources found within public servants like you.
- Learn ways to improve resiliency, mental and physical wellness, and work-life balance from peer-to-peer learning guided by expert faculty.
- Become part of a learning community by leveraging the expertise and experience of faculty and your peers within your program.
- Create an organizational change plan that turns knowledge into action with strategies that align with your agency's vision.
- Create an individual change plan to improve your leadership knowledge, skills, and behavior to help accomplish your mission.

LDS is currently offered as an Online Learning Program (OLP). The online learning format (OL) consists of a variety of learning modules over 14 weeks. You'll be expected to devote approximately 20 hours per week for the first two weeks, then six hours per week for the rest of the program. The program consists of a combination of virtual classroom and self-paced work. The first two weeks of the program consist of virtual classroom sessions and short learning modules. This foundation is then enhanced by participation in courses and electives which allow you to reflect and apply ideas, tools, and strategies immediately in your workplace.

Who should attend? SES, GS/GG-15 (GS/GG-14: grade waiver required)

Course Length: Jul 14-Nov 4, 2022

Location: Online

Competencies Emphasized: Multiple competencies from all 5 Executive Core Qualifications

Approval Level: Civilian Personnel Governance Board

<https://cldcentral.usalearning.gov/course/index.php?categoryid=62>



MIT Sloan Executive Certificate in Management and Leadership

The MIT Executive Certificate in Management and Leadership is designed to equip senior leaders (GS-14 and up) with management and leadership skills. It is an ideal option for business professionals and technical executives seeking to enhance their general management and leadership skills in order to become effective leaders in a dynamic business world. . The curriculum focuses on core business competencies including marketing, finance, negotiations, change management, and systems thinking. The certificate is made up of a series of courses which can be completed in as little as two weeks; however, students have up to 4 years to complete the program.

To earn an MIT Sloan Certificate in Executive Management and Leadership, participants must choose three courses in the Management and Leadership track, plus a fourth from any of the three tracks - totaling at least eight Executive Education Units (EEUs). Some online classes are available, but at least one in-person class is required.

Who should attend? GS/GG 14-15, SES

Course Length: Tailored to the individual

Location: Online

Competencies Emphasized: Multiple competencies from all 5 Executive Core Qualifications

Approval Level: Civilian Personnel Governance Board

<https://executive.mit.edu/earn-a-certificate/executive-certificate-in-management-and-leadership/a0F6g000005RcbhEAC.html>



Executive Core Qualifications Overview

The Executive Core Qualifications (ECQs):

- Define the competencies needed to build a federal corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and outside the organization.
- Required for entry to the Senior Executive Service and are used by many departments and agencies in selection, performance management, and leadership development for management and executive positions.
- Designed to assess executive experience and potential-not technical expertise.

Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions
Definitions				
This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.	This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.	This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.	This core qualification involves the ability to manage human, financial, and information resources strategically.	This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.
Competencies				
Creativity and Innovation External Awareness Flexibility Resilience Strategic Thinking Vision	Conflict Management Leveraging Diversity Developing Others Team Building	Accountability Customer Service Decisiveness Entrepreneurship Problem Solving Technical Credibility	Financial Management Human Capital Management Technology Management	Partnering Political Savvy Influencing/Negotiating